



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

DRAFT

**LIBRARY COMMISSION**

After Action

REGULAR MEETING

**NOVEMBER 10, 2003**

---

---

**Morgan Hill Civic Center**

Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Jeanne Gregg
Vice-Chair	Charles Dillmann
Commissioner	Kathleen Stanaway
Commissioner	Charles Cameron
Commissioner	George Nale
Commissioner	Mary Ellen Salzano
Commissioner	Einar Anderson
Commissioner	Ruth Phebus
Commissioner	Vacant

---

---

**7:15 P.M.**

**CALL TO ORDER**

Chair Gregg called the meeting to order at 7:15 p.m.

**ROLL CALL ATTENDANCE**

Absent: Vice-Chair Dillmann & Commissioner Salzano  
Commissioner Phebus joined the meeting at 8:10 p.m.

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Gregg

**OPPORTUNITY FOR PUBLIC COMMENT**

None

## **REPORTS**

### **1. COUNTY LIBRARY REPORT**

Legislation-Funding & Budgeting

County Librarian Melinda Cervantes  
Deputy County Librarian Sarah Flowers

This item was addressed under Business Item 6

Joint Powers Authority

Council Member Steve Tate

This item was addressed under Business Item 6

### **2. MORGAN HILL LIBRARY REPORT**

Community Librarian  
Nancy Howe

Ms. Howe reported the Library continues business as usual.

### **3. LEGISLATIVE COMMITTEE**

Vice-Chair Dillmann

None

### **4. YOUTH ADVISORY COMMITTEE**

Chair England  
Vice-Chair O'mahen

None

## **CONSENT CALENDAR**

### **5. APPROVAL OF MEETING MINTUES OF AUGUST 11, 2003**

Commissioner Cameron noted two errors in the minutes: 1) Business Item 6 page 4 – [www.grandcafe.com](http://www.grandcafe.com) will be changed to [www.Q&Acafe.com](http://www.Q&Acafe.com); 2) Business Item 7 page 5 – The correct spelling of the last name of the author of The War on the Bill of Rights is Hentoff.

Commissioner Stanaway moved to approve the minutes. Commissioner Cameron seconded the motion. Minutes approved as amended (5:0).

## **BUSINESS**

### **6. A) REVIEW OF STATE OFFICE OF LIBRARY CONSTRUCTION STAFF FINDINGS ON CYCLE II LIBRARY BOND ACT OF 2000 GRANT APPLICATION**

### **B) RECOMMENDATION TO CITY COUNCIL ON CYCLE III GRANT SUBMITTAL**

### **C) DISCUSSION OF CITY'S PRIORITIES REGARDING REDEVELOPMENT AGENCY FUNDS FOR LIBRARY AND OTHER PUBLIC FACILITIES**

---

**Recommended Action: Action Item.** Morgan Hill's grant application was not funded on October 28<sup>th</sup>. Commission will review Office of Library Construction staff (members of rating panel) comments on Morgan Hill's application. Commission will make recommendation to City Council as to whether City should submit a third application on January 16, 2004. Commission to discuss City's priorities regarding RDA funds for construction of Library and other public facilities.

Council Member Tate reported Morgan Hill's application received a rating of "Very Good". He stated in preparing the Cycle II application we followed the direction provided by the Office of Library Construction (OLC) staff to improve the overall application. However, our application received a lower rating than in Cycle I. Mr. Tate stated he addressed the Board at the public hearing on October 28<sup>th</sup> and emphasized the change in criteria from Cycle I and Cycle II. He stated those applications which received funding were very deserving and demonstrated a great amount of grass roots community support.

He reported there were 9 review panel members as opposed to 4 in Cycle I and the fact we submitted an application during Cycle I was not considered. On November 7, City Manager, Ed Tewes; Library Commission Chair, Jeanne Gregg, Deputy County Librarian Sarah Flowers; Consultant, Evelyn Howard; and City staff Julie Spier and Margarita Balagso participated in a conference call with members of grant review panel from the OLC. Mr. Tewes asked them if they had graded on a curve. They responded they did not, but the high caliber of applications raised the standards and expectations and therefore, it was more difficult to receive an "Outstanding" in Cycle II.

The review panel stated the needs outlined in the Needs Assessment must be included throughout the application in the other appendices. The application must demonstrate how the Library will be built to meet the needs voiced by the community. Linda Springer, Deputy Director of the OLC stated she refers to the common thread of the identified needs throughout the application as "a river runs through it". The Needs Assessment is now five years old and cannot be used for Cycle III as required by the grant guidelines. A new Needs Assessment must be completed prior to submission of Cycle III application. The Joint Use Agreement did not contain specific contributions from the School District, such as, funding amounts, in-kind donations, and dedicated staff. The grant review panel stated they wanted specificity in the Agreement. City staff prepared an outline which lists the factors that contributed to Morgan Hill's rating and it was included in the Commissioners' agenda packets.

Sarah Flowers stated the rating appeared to be based in four categories: 1) Age and Condition of current library; 2) Needs Assessment; 3) Plan of Service; and 4) Appropriateness of site. She stated for Cycle III, we will be unable to raise our rating for age of current library. We will need to provide a detailed explanation of why we selected the site for the future library. She added that those applicants which received funding, 13 of 16 received a 4 in "Age and Condition" and 10 of those were listed as not having an existing library (including libraries in leased space). It will be very difficult for our application to receive a 4 in this category in Cycle III.

Commissioner Dillmann was not able to attend the meeting, but provided his comments via email. The email was distributed to the members of the Commission. Chair Gregg stated it is difficult for Morgan Hill to express the same need as other communities who do not have libraries or are located in cities with a lower socioeconomic base. Commissioner Stanaway stated that perhaps a majority of cities who will apply for a grant already applied during Cycles I and II. Ms. Flowers responded she is aware of a number of first time applications that will be submitted for Cycle III. Competition will be extremely difficult and there is only \$91 million to be distributed. Commissioner Anderson stated the review could be even more difficult and the criteria even higher in Cycle III. Chair Gregg stated she participated in the conference call and many things in our application need to be changed for Cycle III. She asked the Commission if there was interest in making a recommendation to City Council to submit an application in Cycle III. Commissioner Nale stated he felt he wanted more information on the rating Morgan Hill received for "Appropriateness of Site". Mr. Tate responded an additional conference call with Richard Hall will be scheduled to discuss site.

---

County Librarian Melinda Cervantes added the OLC is looking for sites, which are located along major thoroughfares. Commissioner Cameron stated it is not feasible to consider a new site at this point. The time and expense would be prohibitive. He added that if the City used the funds currently dedicated to the library for expansion, the community would be without a library for 1 to 2 years. Community member Roger Knopf asked if the size of the grant request made a difference in the Board's decision. Mr. Tate responded Assemblyman John Laird spoke to State Treasurer, Phil Angelides, a member of the Board, and he indicated the size of the request does make a difference in the Board's decisions. Ms. Flowers explained Morgan Hill cannot lower its request because it is based on a straight match for the cost of the construction and land costs of the new library— 35% City funds and 65% State funds.

Commissioner Cameron moved to recommend to City Council that the City not apply during Cycle III. He added the chances of receiving funding are low and the cost to prepare a new application are high. Mayor Kennedy asked if the request and the proposed library could be scaled down. Ms. Flowers and Ms. Cervantes answered the whole building would have to be redesigned. Furthermore, the building is supposed to reflect the needs outlined by the community, therefore if the community states it requires a 40,000 square foot building, the application cannot request funding for a smaller building. Commissioner Stanaway stated the City can choose the amount of time and energy it places in preparing a new application, and if there's a chance funding might be awarded, perhaps a new application should be submitted.

Commissioner Nale moved to move Business Item 6B after Business Item 7. Commissioner Cameron seconded the motion. Motion approved (5:0). The motion on the table was considered after Item 7.

**7. MAYOR DENNIS KENNEDY TO ADDRESS COMMISSION ON REDEVELOPMENT AGENCY PRIORITIZATION MEETING HELD ON NOVEMBER 5<sup>TH</sup> AND DEVELOPMENT OF LIBRARY SUB-COMMITTEE**

**Recommended Action: Information Item.** Mayor Kennedy to provide information on the results of the RDA prioritization meeting and the development of a Library Sub-Committee to be charged with exploring options for a new or expanded library in Morgan Hill.

Mayor Dennis Kennedy reported the Redevelopment Agency (RDA) held a workshop on November 5<sup>th</sup> to review the projects currently funded through the RDA and to consider the prioritization of the projects. He explained there are projects currently completed, under construction or in the design phase which are considered in Tier I. These include: 1) the Community and Cultural Center; 2) Aquatics Center; 3) Indoor Recreation Center; 4) Police Station. Tier II includes future or planned projects are: 1) Library 2) Outdoor Sports Complex 3) Regional Soccer Complex; 4) El Toro Youth Center; 4) Corporation Yard; 5) new Fire Station; 6) Flood Control Projects. Mayor Kennedy emphasized he considered the library to be Tier IIA.

He stated that during the workshop the RDA looked at each project and the funds earmarked for each. Mayor Kennedy and Council Member Sellers suggested a sub-committee for the Library should be created in order to examine whether to City should apply for Cycle III funds and explore various options to build a new library in Morgan Hill in phases, in a different location, and/or downscale the current plans in order to use RDA funds. The RDA appointed Mayor Kennedy and Council Member Tate to the sub-committee. Members of the Library and Parks and Recreation Commissions will also serve on the sub-committee. The sub-committee will report its findings to the RDA.

Commissioner Stanaway asked if the City Council would support construction of a new library with RDA funds. Mayor Kennedy responded the Council supports a new library, but at this time, there is no official decision to transfer funding from other RDA projects to the library. Council Member Tate added that two representatives of the Council cannot speak on behalf of all five members. Mayor Kennedy stated he was committed to the library and would diligently research options to transfer or identify funds for the library project if necessary.

---

Commissioner Cameron stated there are 38,000 people in Morgan Hill within the library's service area who hold library cards. He asked if the City felt that 38,000 would use the Indoor Recreation Center. *Commissioner Cameron sent an email to all Commissioners on November 12<sup>th</sup> to correct the number of patrons who hold library cards in the library service area. The correct number of people who hold library cards within the service area is 19,132. He emphasized this is still a large number library patrons.*

Roger Knopf stated the Council is asking for input from the Library Commission on how to proceed. He stated the need for a library is evident and appointments to the sub-committee are important to move forward.

Chair Gregg volunteered to serve on the sub-committee and appointed Commissioners Nale and Cameron to the committee. Commissioner Phebus will serve as an alternate.

Chair Gregg asked the Commission to consider the motion on the table. Commissioner Nale moved to approve the following recommendation. Commissioner Cameron seconded the motion. Motion approved (6:0):

The Library Commission recommends to the City Council that Morgan Hill not apply for Cycle III of the Library Bond Act of 2000 grant due on January 16, 2004.

#### **8. SPECIAL BENEFITS TAX ELECTION CAMPAIGN**

**Recommended Action: Information Item.** Library staff to provide update on results of second public opinion poll and parameters for tax set by JPA.

County Librarian Melinda Cervantes distributed a summary of results of the survey conducted by Gene Bregman and Associates for support for the special benefits tax. Ms. Cervantes reported the results of the survey indicated the voters would support a tax of \$42 per household, over 7 years with no acceleration. She stated the results were discouraging because the survey completed in the May indicated there was support for the tax. The results of the first survey indicated the voters would support an assessment of \$60 per household.

Ms. Cervantes stated the JPA must adopt a resolution to create a new Community Facilities District. This would require a new boundary map and determine the types or properties (i.e. business, vacant land, and apartments). If passed the new tax will go into effect on July 1, 2005.

The survey conducted included greater input from Morgan Hill and Gilroy. Out of the 600 to 700 people polled, both Morgan Hill and Gilroy were represented by 75 residents each. Support by Morgan Hill residents is at 68% this is lower than the county-wide average. She added that in the last election, support from Morgan Hill residents did not meet a 2/3 approval rating. Morgan Hill's approval was approximately 56%.

On December 3<sup>rd</sup> a public hearing will be held at the Campbell Library at 2:00 p.m. All Commissioners are invited to attend.

Council Member Steve Tate outlined the committees working on the campaign: 1) Election Committee – a subset of the JPA; 2) Steering Committee; 3) Operations Committee – made up of community members from each of the nine cities. He then introduced Roger Knopf, who serves as the Co-Chair of Morgan Hill's Operations Committee. Chair Gregg serves as Mr. Knopf's fellow Co-Chair. Mr. Knopf is a well known member of the community who has worked on many projects. Mr. Knopf stated he was pleased to be a part of the library campaign and has experience in working on many campaigns. He stated following a well-planned strategy is important as well as having strong community support. Community members need to make sure those who will support the tax vote on March 4<sup>th</sup>. He indicated 200-300 volunteers will be needed to work approximately 5 hours each to get the word out about the campaign. He stated a mailing list

of campaign supporters needs to be developed and speakers need to be scheduled to speak to various groups regarding the campaign. He also asked to volunteers to staff a table outside the library to speak to patrons regarding the special benefits assessment.

Ms. Cervantes distributed a sample draft resolution to be adopted by the City Council of each of the nine cities in the library system. She also distributed a timeline of fixed campaign dates.

**9. AFTER-SCHOOL TUTOR PROGRAM**

**Recommended Action: Information Item.** Item continued from October 20, 2003. Commissioner Phebus to provide report on her meeting with Library staff regarding After-School Tutor Program.

The Library Commission informed Commissioner Phebus of what was discussed regarding this item at the October 20<sup>th</sup> meeting. Ms. Howe stated she will continue to attend YAC meetings on behalf of the library.

**10. LIBRARY COMMISSION RETREAT**

**Recommended Action: Action Item.** Library Commission to vote on holding 3-hour workshop during regular meeting scheduled for January 12, 2004. Workshop would focus on goals and objectives for upcoming year as well role, responsibilities and job description of Commission members.

Commissioner Salzano requested this item and was unable to attend the meeting. Ms. Salzano requested this item in order to develop objectives for the Library Commission and to develop a job description for the Commission. Chair Gregg asked if there was interest among the Commissioners to hold a workshop. Commissioner Cameron stated the Commission has been charged with working on the Measure A campaign and this should be the priority of the Commission until the election. Commissioner Anderson stated the work to create the Library Foundation continues. The paper work to create a the Foundation is currently being completed. Commissioner Phebus suggested postponing scheduling a workshop until after the March election. The other Commissioners concurred and agreed to revisit scheduling a workshop after the election.

**REQUESTS FOR FUTURE ITEMS**

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Special Benefit Assessment Tax Campaign
2. Overview of Library Children's Services
3. Fundraising for Library – Speaker from Saratoga
6. School/Library Cooperation
7. Vision for the Library of the Future

**ADJOURNMENT** to the next monthly meeting scheduled on **December 8, 2003 at 7:15 p.m.** in City Council Chambers.

Commissioner Stanaway moved to adjourn the meeting. Commissioner Nale seconded the motion. Motion approved (6:0)